

ONEIDA COUNTY HIPAA COMPLIANCE TEAM MEETING
November 10, 2014

Members present: Mary Rideout, Brian Desmond, Lisa Charbarneau, Linda Conlon,
Dianne Jacobson, Grady Hartman, and Lynn Grube

Absent: None

Guests: None

1. Call to Order. Approval of Agenda:

The HIPAA Compliance Team meeting was called to order by Rideout. Motion by Desmond, second by Jacobson to approve the agenda. Motion carried.

2. County Board Resolution # 38-2003:

Copies of County Board Resolution #38-2003 were distributed to members. The resolution created the HIPAA Compliance Team, names the Social Services Director as the Privacy Officer and the Social Services Committee as the HIPAA Compliance Committee.

3. Designation of Privacy Officer:

The Compliance Team discussed the designation of the Privacy Officer per resolution #38-2003. There were no recommendations for changing this designation.

4. Training Status and Plans:

The current status of HIPAA training was discussed. The privacy training power point will be reviewed by Rideout, and the security training will be reviewed by Grube. Necessary changes will be done and the power points will be made available to all Departments for 2014/15 training. The Privacy Officer will request certification from all Departments required to train staff regarding HIPAA, per HIPAA policy #B-1, by January 31, 2015. New employee training is completed by Labor Relations/Employee Services.

5. HIPAA Policy Changes and Updates:

The final omnibus rule that modifies the Health Insurance Portability and Accountability Act were discussed. Required updates to both Privacy and Security policies were discussed by the team. Updates are required for changes to the Business Associate Agreement, the Notice of Privacy Practices and breach notifications. Motion by Desmond, second by Conlon for updated policies to be emailed to the HIPAA compliance team for their review. Policies will be submitted to the Social Services Committee for final approval. Motion carried.

6. Future Meeting Date(s):

The next meeting for the Compliance Team will be scheduled for November 2015 unless significant changes occur requiring an earlier meeting.

7. Adjourn:

Motion to adjourn by Desmond, second by Hartmann.

Mary Rideout, Chairperson

Date: November 20, 2014